



UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION  
STATION PLACE  
100 F STREET, NE  
WASHINGTON, DC 20549-2465

Office of FOIA Services

June 06, 2019

Ms. Emma Best  
MuckRock News DEPT MR 73643  
411A Highland Ave  
Somerville, MA 02144

Re: Freedom of Information Act (FOIA), 5 U.S.C. § 552  
Request No. **19-02238-FOIA**

Dear Ms. Best:

This letter is in reference to your request, dated May 30, 2019, and received in this office on May 31, 2019, for the following:

*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for ov agency's creation or the passage of the Freedom of Information Act, to include:*

- 1. The instruction to do so from the Agency, as well as any guidance from the senior leadership*
  - 2. Documents discussing proposals and procedures*
  - 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office*
  - 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office office and it's creation*
- . A copy of the agency's first perfected (successful) FOIA request*
- . Copies of other FOIA requests filed before the FOIA request described above*
- . Processing notes, search slips and response documents regarding the FOIA requests described above*
- . The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests*

- . *A copy of the agency's first successful FOIA appeal*
- . *Copies of other FOIA appeals received by the agency before the appeal described above*
- . *Processing notes, search slips and response documents regarding the FOIA appeals described above*
- . *The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals*

You requested a fee waiver of all costs associated with your request. We may waive or reduce search, review, and duplication fees if (A) disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and (B) disclosure is not primarily in the commercial interest of the requester, 5 U.S.C. § 552(a)(4)(iii).

After reviewing your request, we have determined that you meet the criteria for a fee waiver. Therefore, your fee waiver request is granted. Thus, no processing fees will be charged.

We are consulting with other SEC staff regarding your request. As soon as we complete our consultation, we will notify you of our findings.

If you have any questions, please contact Jason Luetkenhaus of my staff at [luetkenhausj@sec.gov](mailto:luetkenhausj@sec.gov) or (202) 551-8352. You may also contact me at [foiapa@sec.gov](mailto:foiapa@sec.gov) or (202) 551-7900. You may also contact the SEC's FOIA Public Service Center at [foiapa@sec.gov](mailto:foiapa@sec.gov) or (202) 551-7900. For more information about the FOIA Public Service Center and other options available to you please see the attached addendum.

Sincerely,



Aaron Taylor  
FOIA Branch Chief

Enclosure

## ADDENDUM

For further assistance you can contact a SEC FOIA Public Liaison by calling (202) 551-7900 or visiting <https://www.sec.gov/oso/help/foia-contact.html>.

SEC FOIA Public Liaisons are supervisory staff within the Office of FOIA Services. They can assist FOIA requesters with general questions or concerns about the SEC's FOIA process or about the processing of their specific request.

In addition, you may also contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. OGIS can be reached at 1-877-684-6448 or via e-mail at [ogis@nara.gov](mailto:ogis@nara.gov). Information concerning services offered by OGIS can be found at their website at [Archives.gov](https://www.archives.gov). Note that contacting the FOIA Public Liaison or OGIS does not stop the 90-day appeal clock and is not a substitute for filing an administrative appeal.